

The Supreme Court of Missouri's Commission on Racial and Ethnic Fairness is seeking an Executive Director to the Commission. The position will be filled as an independent contractor. The Commission is responsible for promoting racial and ethnic fairness in the Missouri Judiciary and the legal system. The executive director will coordinate, plan and implement activities as directed by the Commission to promote racial and ethnic fairness in Missouri's courts and the legal profession. Eligible persons will have considerable knowledge regarding judicial practices and community involvement and will exercise considerable judgment and discretion in the development of policies, programs, and materials.

The work of the Executive Director will be directed by the tri-chairs of the Commission. The Executive Director will dedicate necessary time to serve the needs of the Commission. Successful performance will be evaluated through personal consultations, observation, and results obtained.

### **Essential Job Functions**

Working with the Commission on Racial and Ethnic Fairness:

- Create a vision and strategy supporting the CREF's commitment to establish measures to assure fairness, impartiality, equal access and full participation for racial and ethnic minorities in the judicial process and in the practice of law.
- Implement systems and processes to support all CREF's diversity and inclusion strategies and goals.
- Develop and implement initiatives to enhance the recruitment, retention, and success of judicial staff with emphasis on opportunities for underrepresented groups.
- Identify key questions for collection and analysis of the CREF's diversity data.
- Coordinate and collaborate, as directed, with the following groups or entities:
  - The Minority Community Engagement Project with the National Center for State Courts;
  - National Consortium on Racial and Ethnic Fairness in the Courts;
  - The Missouri Supreme Court's Committee on Language Access;
  - The Commission on Retirement, Removal and Discipline of Judges;
  - The Appellate Evaluation Committee;
  - The Missouri Bar;
  - Or any other CREF designated entity.
- Provide recommendations concerning changes to court rules or practices or legislative initiatives to ensure equal protection and due process for racial and ethnic minorities.
- Organize the implementation and delivery of workshops, presentations, learning modules and other strategies that promote diversity, equity and inclusion.
- Provide guidance on matters related to enhancing cultural competency initiatives.
- Provide technical assistance, advice, coaching, and consultation, as directed, to individuals and groups regarding cross-cultural conflicts and disputes, as well as policies and practices that might have an adverse impact on a particular group(s).  
Participate and guide senior leadership within CREF's discussion regarding policy and program initiatives.
- Track, assess, analyze and communicate the effectiveness of diversity and inclusion initiatives across Missouri's judicial system as well as key diversity success metrics and demographic trends generally within the legal industry;
- Produce requested reports;
- Perform other duties as required.

### **Examples of Work Performed**

- Develop policies and procedures
- Community outreach
- Coordinate Commission and subcommittee meetings
- Coordinate research, data collection, etc.
- Produce necessary reports.

The above lists are intended to describe the general nature and level of work being performed by the employee in this classification. The position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.

### **Eligibility Requirements**

- Strong organizational skills, work ethic, initiative, sense of urgency and attention to detail.
- Ability to obtain and comprehend complex and detailed demographic data.
- Strong understanding of research methodologies.
- Thorough knowledge of equal opportunity laws, regulations and policies at both the state and federal level.
- Thorough understanding of court procedures, legal documents, court rules, and legal policies pertaining to the court system.
- Ability to establish and maintain effective working relationships with judges, employees, court officials and community leaders.
- Ability to participate in cross-functional teams and manage multiple cross-functional CREF initiatives in parallel.
- Thorough understanding of project management and change management techniques.
- General understanding of the Missouri legislative process.
- Ability to analyze, appraise and organize facts, evidence and precedents with the ability to present conclusions to a wide range of audiences.
- Strong communication skills – oral, written and presentation skills.
- Highly sophisticated leadership abilities to establish and implement CREF goals at the micro and macro level and motivate and influence others to achieve CREF's goals and objectives.
- Ability to maintain confidentiality of sensitive judicial branch information.
- Ability to learn detailed computer applications.

### **Minimum Education, Skills, Experience and Training**

A Bachelor's Degree is required, but a Law degree or Master's Degree in sociology, political science, cultural studies, public administration or related fields is preferred,.

### **Physical and Mental Requirements (include, but are not limited to)**

The primary work will be sedentary in nature, typical of a general office environment. The successful applicant must have the ability to perform the following essential functions:

- Remain attentive at meetings for durations of one hour to a full day, as needed;
- Hearing and cognitive ability sufficient to communicate efficiently and effectively by telephone, email, video conference and other mediums as needed and directed by the Commission;
- Vision, dexterity, coordination and cognitive ability sufficient to use telephone, keyboard, computer and other office systems and equipment efficiently;
- Cognitive, intellectual and mental ability to concentrate on details and/or perform more than one complex task at a time and to handle diverse pressures related to requests and needs of the CREF;
- Transport documents and files to a variety of meeting locations, which may require the ability to lift up to 50 pounds; and
- Travel, as needed, to multiple locations in the state of Missouri.

***The Supreme Court of Missouri is an Equal Opportunity Employer, which extends to the selection and treatment of independent contractors and any other persons or firms doing business with the Court.***